



JON S. CORZINE  
Governor

## State of New Jersey

Office of Homeland Security and  
Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

RICHARD L. CAÑAS  
DIRECTOR

### NOTICE OF JOB VACANCY

Posting Number: 07-10WS

An opportunity currently exists in the Office of Homeland Security & Preparedness within the unclassified service for candidates who meet the minimum job requirements specified below:

TITLE: Technical Assistant 3

SALARY: \$29,610.81 - \$41,382.90

LOCATION: Office of Homeland Security and Preparedness (OHSP)  
33 Washington Street  
Newark, NJ

DESCRIPTION OF JOB: Incumbent will be responsible for providing administrative support to the Newark satellite office of OHSP including performing complex technical and records management duties and assigned tasks; gathering and researching information necessary to prepare statistical, technical, and/or financial reports, memorandum and correspondence; maintaining, updating and retrieving information from databases; maintaining confidential files and reports; serves as the receptionist to the Office with the responsibility of screening and referring calls to appropriate personnel; and maintaining office equipment and supplies.

A bi-lingual candidate fluent in Spanish would be preferred for this position, but is not a requirement for consideration.

#### REQUIREMENTS:

Experience: Two (2) years of experience in reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization.

**NOTE:** Applicants who do not possess the required experience may substitute semester hour credits from an accredited college or university on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

If you are interested in the above position, please send a letter, or email, (including posting number) and resume to Anita Bogdan, Chief Administrative Officer, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or to [ohspresume@ohsp.state.nj.us](mailto:ohspresume@ohsp.state.nj.us)) no later than June 28, 2007.

This may be a lateral transfer / promotional opportunity depending on qualifications and experience of applicants. All prospective OHSP employees must be a U. S. Citizen and pass a four-way criminal investigation background check. This department is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.

---

Chief Administrative Officer